

Administrative Order



Administrative Order No.: 4-97

**Title: FEE SCHEDULE FOR OVERDUE LIBRARY MATERIALS,
MEETING ROOMS, AND LIBRARY EQUIPMENT**

Ordered: 11/1/2005

Effective: 11/11/2005

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 4-97, ordered November 7, 1995, and effective November 7, 1995.

POLICY:

This Administrative Order establishes the fee schedule for overdue Library materials, sets default replacement costs for Library materials, sets the fee for library cards for patrons outside the Taxing District, and sets fees for the use of Library facilities and equipment.

PROCEDURE:

Fines and fees shall be assessed and collected by the Miami-Dade Public Library System in accordance with the schedule of fines and fees listed below.

FEE SCHEDULE:

MATERIAL	PER DAY LATE	MAXIMUM FEE
Adult Materials (28 Day)	\$.10	\$8.00
High Demand (7 Day)	\$.15	\$8.00
Children's & YA Materials	\$.05	\$4.00
All Videos/DVD's	\$.50	\$20.00
Reference	\$1.00	\$8.00
Fee Cards (Miami-Dade County Residents outside taxing district)		\$50.00
Fee Cards (non-Miami-Dade County Residents)		\$100.00

Prices for Library Materials

See Attached Schedule

MEETING ROOM FEES*

Auditoriums (Main & Regional)	\$100.00
Auditoriums (Subregional)	\$75.00
Meeting Rooms (Medium)	\$50.00
Meeting Rooms (Small)	\$40.00

EQUIPMENT FEES

Fully Configured Laptop	\$35.00 (per 15 minutes)
Laptop Accessories	\$35.00 (per 15 minutes)
Film Projector	\$25.00
Microphone	\$10.00
Slide Projector	\$15.00
VCR/Monitor	\$20.00
Lectern	\$15.00

SERVICE FEES

Reserves by Mail	\$2.00 (per item mailed)
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This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess

County Manager

*Non-profit organizations, within the taxing district, may utilize library facilities once per year without being charged a fee.

Miami-Dade Public Library System
Default Prices for Library Materials

Types of Material	Default Replacement Cost
Pamphlets/Vertical File Materials	\$5
Paperbacks/Periodicals/Librettos	\$7
Mailing Bags	\$8
Lifelong Learning Materials	\$12
Audio Cassettes/Phonograph Records	\$15
CD's/Children's Books/Children's DVD's	\$20
DVD's/Multimedia Kits/Young Adult Books	\$25
Adult Books/Scores/Youth Resource Materials	\$30
Language Instruction Kits/Children's Reference Books	\$40
Children's Audio Books/Adult Oversize Books/Microfiche and Microcards/Young Adult Reference Books	\$50
CD-ROM's	\$60
Art Books/Adult Reference Books	\$75
Adult Audio Books/Federal Documents/Microfilm/Interlibrary Loan Materials	\$100
Jumpstart Kits	\$150
Closed Caption Video Decoders	\$218
16 mm Films/Rare Books/Connections Multimedia Kits	\$300
Permanent Art Collection	\$1,000
Fully Configured Laptop	\$2,000
Laptop Accessories	\$150

